

Agreement to protect information and lists of individuals from use for a commercial purpose. Except as provided for in 18 USC Section 2721 (DPPA), Chapter 42.17 RCW, RCW 46.52.120 and .130, and WAC 308-10-050, I hereby agree that the information provided me by the Department of Licensing shall not be divulged to any third party, shall not be used for commercial purpose by any other individual or organization I represent, and that I will protect the information from access by anyone who may use it for purposes of contacting the individual(s) named therein or otherwise personally affecting them in the furtherance of any profit expecting business activity.

If signing on behalf of another person, provide:

Name of ward or minor child _____ Relationship _____

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

PRINT OR TYPE NAME OF REQUESTER

X

SIGNATURE OF REQUESTER

PLACE SIGNED

DATE SIGNED

FEES

The Department of Licensing may impose a charge for providing copies of public records.

- Driving record is \$5.00. RCW 46.52.130
- Driver address request is \$2.00 for each up to ten names and \$.15 for each additional name. WAC 308-104-150
- Fees for public records vary. Cost quoted prior to release of documents/data. RCW 42.17.300 and WAC 308-10-045

FORMS

This form and those referenced in this section are available on the Department's website at www.dol.wa.gov

- **Individuals** seeking their own driver record(s) may use this form or Request for Abstract of Driving Record form TR-511-009
- **Employers** seeking driver record(s) shall provide Employer Request for Abstract of Driving Record form TR-511-010
- **Agents for Employers** shall provide Agent for Employer Request for Abstract of Driving Record form TR-511-011
- **School Districts** shall provide Request for Driving Abstract of School Bus Driver form TR-511-002

DRIVING RECORD REQUESTS

Driving record requests must identify purpose:

- Three-year noncommercial insurance record,
- Three-year commercial insurance record,
- Three-year life insurance record,
- Full employment/commercial record,
- Volunteer vanpool driver record,
- School bus driver record, or
- Complete record (shows all convictions, accidents, and suspension/revocation actions).

PRIVACY INFORMATION

To avoid unauthorized disclosure of information:

- An individual who **appears in person to request a copy of his or her own driving record(s)** shall provide proof of identity and indicate the purpose of the drive record. A document containing both name and photograph must be presented to be considered as proof of identity.
- An individual who **mails a request for his or her own driving record(s)** may use this form and identify the purpose of the drive record or use the Request for Abstract of Driving Record form TR-511-009.
- An individual who **appears in person requesting another person's driving record(s)** shall show proof of identity and a letter of authorization from the person named on the record(s). The authorization letter must name the individual receiving the record(s) along with the record holder's name, date of birth, address, telephone number, signature, and the purpose of the drive record.
- An individual who **mails a request for another person's driving record(s)** shall provide form(s) as identified above under "FORMS" or shall use this form and identify the purpose of the drive record. RCW 46.52.130 identifies who has access to the drive record.
- An individual acting as the **parent or legal guardian of a minor** (under age 18 who is not emancipated) shall use this form to request the minor child's drive record(s) or information. Proof of relationship is required.

PROCESSING YOUR REQUEST

Mail your completed request, any supporting documentation, and fee (if known) to:

**DEPARTMENT OF LICENSING
DRIVER RECORDS
PO BOX 9048
OLYMPIA WA 98507-9048**

*The Department of Licensing has a policy of providing equal access to its services.
If you need special accommodation, please call (360) 902-3900 or TTY (360) 664-0116.*